



# APPHION CONSULTING

## Process Improvement Project Formation

### Produce Improvement Project Outlines

The tasks involved in this step to refine the tentative process improvement projects developed in Phase I. This step may involve some project restructuring.

Defined measures of improvement are developed.

A Process Improvement Project Template is used for this step

Apphion consultants and the Executive Sponsor perform this step. The Executive Sponsor acts as the final arbitrator of the prioritisation procedure.

The result of this step is more detailed and prioritised Process Improvement Project Outlines.

### Confirm and Prioritise Improvement Projects

Once these process improvement projects had been fleshed out, a workshop is held.

This workshop identifies the project risks and benefits for each identified project. This workshop builds commitment to the proposed body of work. This step involves the production of a cost benefit analysis for each project. Cost benefit analysis is a technique used to compare the various costs associated with an investment with the benefits that it proposes to return. Both tangible and intangible factors should be addressed and accounted for. Workshop participants supply the data required to determine the cost and benefit.

The Executive Sponsor, Process Owners and Apphion consultants are involved in this step.

The deliverable from this step is a set of agreed and prioritized process improvement projects using a structured method for ranking.

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## Set up Program Management Structure

Projects must be integrated. This step involves developing a high-level project plan for the all the prioritized process improvement projects i.e. the program.

This is the first step in detailed planning. The Lead Consultant must consider whether to run projects in sequence or in parallel mode.

Options for a suitable project environment must be considered and an appropriate plan determined.

A project organization must be drawn up with appropriate roles and responsibilities. The project plan will cover work, budget and resources required for Phase II and III. Resources must be appropriate and allocated for the work to be carried out. Project teams must be carefully selected and trained.

The Lead Consultant performs this step following liaison with the Executive Sponsor.

The deliverable from this step is a detailed program charter and program plan.

The program plan and program charter is distributed to management.

## Sign off Program of Improvement Projects

This step involves gaining agreement on the program of process improvement projects.

This agreement is obtained through a final meeting with senior management.

This meeting may result in updates to the program charter and program plan

This meeting signifies the formal end to Phase II.